

COMOMAGINST 5040.15B
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COMOMAG INSTRUCTION 5040.15B

Subj: MOBILE MINE ASSEMBLY GROUP (MOMAG) MINE WARFARE READINESS CERTIFICATION
INSPECTION (MRCI) PROGRAM

Ref: (a) OPNAVINST 5040.15D
(b) OPNAVINST 3501.102C
(c) COMOMAGINST 5450.1
(d) COMINEWARCOMINST 8550.1R
(e) COMINEWARCOMINST C8550.5P

Encl: (1) Mine Warfare Readiness Certification Areas of Review/Inspection
(2) Inspection Preparation Guide
(3) Letter of Instruction Sample Message
(4) Mine Assembly Team (MAT) Deployment Preparatory Sample Message
(5) Upgrade Letter of Instruction Sample Message
(6) Grading Criteria/Guidance Sample
(7) MRCI Results Sample Message
(8) Sample MRCI Discrepancy Report

1. Purpose. To state policy, procedures, and assign responsibilities for the Mine Readiness Certification Inspection (MRCI) Program as it applies to Mobile Mine Assembly Group (MOMAG). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMOMAGINST 5040.15A

3. Background. Upon disestablishment of Commander, Mine Warfare Inspection Group in 1997, Commander, Mobile Mine Assembly Group (COMOMAG) was tasked by Commander, Mine Warfare Command (COMINEWARCOM) to assume the responsibility to conduct readiness and certification inspections for MOMAG as the representative of COMLANTFLT, COMPACFLT, and COMUSNAVEUR. Per reference (a), the COMOMAG MRCI Team will inspect all Required Operational Capabilities (ROCs) subordinate units listed in reference (b) that relate to the safe and efficient accomplishment of the unit's/detachment's Mine Warfare (MIW) mission.

4. Action

a. The COMOMAG Operations Officer is designated as the Chief Inspector of the MRCI Team. The Chief Inspector of the COMOMAG Mine Readiness Certification Inspection (MRCI) Team shall:

(1) The Chief Inspector shall follow the guidance of reference (a), conduct an MRCI on all U.S. Navy pre-positioned mine sites world-wide with a service (wartime mine stock/ mission) or an exercise and training (ET) mine warfare (MIW) mission assigned by reference (b).

(2) When directed by the theater Commander or numbered fleet, COMOMAG will inspect those pre-positioned all-up-round (AUR) mines forward deployed or located geographically away from supporting MOMAU/MOMAD.

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(3) Assess the unit's ability to execute respective Required Operational Capabilities (ROC) and Projected Operational Environment (POE) as promulgated by reference (b) and amplified by reference (c) and enclosure (1).

(4) Assess the unit's ability to provide service and/or exercise and training mines per references (d) and (e).

(5) Review and update references referred to in the inspection preparation guide, enclosure (2), annually or as required.

(6) Promulgate an annual MRCI schedule.

(7) Issue a Letter of Instruction (LOI) three months prior to the scheduled MRCI, enclosure (3), to the MOMAU/MOMAD to be inspected. The LOI shall list each ROC to be evaluated, the resource areas to be inspected, general inspection requirements, and confirmed dates of the inspection.

(8) Coordinate with the COMOMAG Security Manager to prepare and release area clearance messages for OUTCONUS units/detachment.

(9) Coordinate with the COMOMAG Admin Department and ensure all COMOMAG MRCI team members have a valid official U.S. passport or U.S. tourist passport.

(10) Provide a Mine Assembly Team (MAT) Deployment Preparatory Message, enclosure (4), as applicable upon arrival at the respective MOMAU/MOMAD and prior to commencing the inspection. After completion of the inspection of the non-upgrade areas, transportation, supply, publications, facilities, etc., present the Upgrade Letter of Instruction (LOI), enclosure (5), to commence the upgrade portion of the MRCI.

(11) Instruct the Commanding Officer/Officer-in-Charge of the inspected MOMAU/MOMAD to not transmit any upgrade related messages, except for applicable Ammunition Transaction Reports (ATRs). The required messages shall be prepared and presented to the senior team leader for review as part of the inspection.

(12) Use enclosures (1) and (6) for assistance in determining sat/unsat results.

(13) Upon completion of the MRCI, release a message to the appropriate chain of command, enclosure (7), announcing results of MRCI.

(14) Promulgate a written report to the Commanding Officer/Officer-in-Charge of the inspected MOMAU/MOMAD with a copy to COMOMAG, detailing the results of inspection.

(15) When possible, conduct MRCIs for exercise and training mines in conjunction with a scheduled fleet exercise.

(16) Prepare an MRCI Discrepancy Report, enclosure (8), as appropriate.

b. MOMAUs/MOMAD shall:

(1) If supporting an exercise and training mine mission, review the annual message promulgating the MRCI schedule and advise COMOMAG of exercises/evolutions that would coincide with conducting the MRCI. Efforts will be made, as much as possible, to limit the amount of interruption effecting scheduled operations.

(2) Review enclosure (2) in preparing for the scheduled MRCI.

(3) Coordinate support with the host activity during the MRCI.

(4) Ensure COMOMAG is advised of any areas of concern 30 days prior to the scheduled MRCI.

(5) Provide, upon request, all documentation, workload schedules, personnel/training records, logistics records, and operations directives required by the MRCI inspectors for review.

(6) Present a list of deviations from prescribed assembly procedures to the MRCI Team Leader prior to the commencement of the inspection. The team leader must approve any deviations prior to the actual commencement of upgrade procedures.

(7) Prepare all appropriate messages for presentation to the MRCI senior team member. Messages will not be transmitted, except for ATRs. ATRs will only be transmitted for upgrade and downgrade evolutions.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II, Case A
List II, Case B (COMINELWARCOM only)
List III

MINE WARFARE READINESS CERTIFICATION AREAS OF REVIEW/INSPECTION

1. Ensure all safety and security requirements are being followed.
2. Ensure wartime reserve service mines are maintained in designated readiness conditions to meet fleet support.
3. Check to ensure all personnel meet the requirements of the Non-Nuclear Ordnance/Explosives Handling Qualification and Certification Program.
4. Check to ensure a viable quality assurance program is being maintained.
5. Review/evaluate integration of NR MOMAU and active MOMAU/MOMAD activities as a team in the assembly of service weapons.
6. All material handling equipment (MHE), portable ordnance handling equipment (POHE), and civil engineering support equipment (CESE) are in proper operating condition and within maintenance periodicity.
7. Inventory and review supply management of mine stocks and related components.
8. Review of assembly/storage facilities to include mine battery storage, ordnance grounding conditions, mine assembly building decks, magazines, fire fighting equipment, air (pneumatic) systems, lighting, and cleanliness.
9. The reliability evaluation of both pre-positioned service mines and assembled exercise and training mines will be based on the unit's mission, function and tasking. This scenario may include loading onto AERO-51 trailers or trucks for delivery to the delivery agent or to an aircraft or vessel for further transfer to the delivery agent.

a. Posting

(1) "Posting" relates to the disassembly of mines (both those tasked for the MRCI and those in stored readiness configuration) to evaluate the weapon reliability/quality. Personnel assembly errors and mechanical (including electrical/ pneumatic systems) failures affect weapon reliability/quality.

(2) 35 percent of mines assembled as tasked for the MRCI shall be disassembled.

(3) All watertight openings secured.

(4) All flight gear properly configured for appropriate aircraft.

(5) All electrical connectors fastened securely.

(6) Instrumentation package passes all appropriate electrical/electronic testing.

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10. MOMAUs/MOMAD whose mission may include forward deployment to ships, airfields or another MOMAU during wartime shall be required to set up a mine assembly line for the MK 62 and MK 63 mines and assemble same.

11. Per reference (c), evaluate MOMAU/MOMAD assembly rates as promulgated in annual mission capabilities.

12. Evaluate ET refurbishment procedures and equipment.

INSPECTION PREPARATION GUIDE

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<u>NOTES:</u>		
1.	INSPECTION CRITERIA WILL USE THE LATEST CHANGE OR REVISION TO THE REFERENCES LISTED THROUGHOUT THIS INSTRUCTION.	
2.	MOST OF THE NUMBERING SYSTEM USED IN THIS MRCI INSPECTION GUIDE CORRESPONDS WITH THE REQUIREMENTS LISTED IN REFERENCE (B).	

COMMAND, CONTROL AND COMMUNICATIONS (CCC)

CCC 3 - PROVIDE COMMAND, CONTROL AND COMMUNICATIONS FUNCTIONS

CCC.3.3 - PROVIDE ALL PERSONNEL, SERVICES, PROGRAMS AND FACILITIES
TO SAFEGUARD CLASSIFIED MATERIAL AND INFORMATION

FLEET SUPPORT OPERATIONS (FSO)

FSO 47 - MONITOR OPERATIONAL PROCEDURES

1. Standard Operating Procedures (SOP): (COMOMAGINST 8023.11 [Series])
 - a. Have SOPs been developed for all evolutions involving explosives? YES/NO
 - b. Does the SOP include:
 - (1) Record of approval? YES/NO
 - (2) Supervisor's statement? YES/NO
 - (3) Worker's statement? YES/NO
 - (4) Step-by-step procedures? YES/NO
 - (5) Diagrams? YES/NO
 - (a) Building or site diagram? YES/NO
 - (1) Does the diagram identify all safety related items listed in the reference? YES/NO
 - (2) Are explosive/personnel limits listed? YES/NO
 - (3) Are evacuation routes/emergency exits shown? YES/NO
 - (b) Processing diagram (flow chart) YES/NO
 - (6) Equipment lists YES/NO
 - (a) Processing equipment list YES/NO
 - (b) Safety equipment list YES/NO
 - (7) Hazards, hazards control, and hazard control briefings YES/NO
 - (a) Are the briefings part of the SOP and are records being maintained? YES/NO
 - (b) Does the SOP:
 - (1) List and explain the nature of each hazard/hazardous material? YES/NO
 - (2) List the measures required to avoid or minimize exposure? YES/NO

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- (3) List symptoms that indicate unacceptable exposure? YES/NO
- (4) List remedial actions required for relief of immediate symptoms? YES/NO
- (5) List actions required to decontaminate and restore the equipment/facility to a safe working condition? YES/NO
- (6) Has the Material Safety Data Sheet (MSDS) information been included in the SOP? YES/NO
- (8) Emergency response and contingency plans
- (a) For each type accident or incident? YES/NO
- (b) Single POC for notification? YES/NO
- (c) Initial and follow-up actions? YES/NO
- (9) Security? YES/NO
- c. Are SOPs reviewed/reissued as required? YES/NO
- d. Has the CO/OIC issued an activity instruction on SOPs documenting the activity's process for executing the requirements listed in the reference? YES/NO
- e. Has the CO/OIC ensured new SOPs and major changes to SOPs for all ongoing ordnance processes conducted at the activity are developed, approved, and properly maintained? YES/NO

FSO 48 - MONITOR MATERIAL PROCEDURES

INVENTORY OF TEST SETS, TOOLS AND MINE PARTS

1. Inventory results: (NAVSUP P-485 and COMOMAGINST 4000.1 [Series])

a. Results of a 10 percent inventory of mine allowance document listed equipment, tools and test set maintenance parts: (A minimum score of 90 percent is required for a passing grade.)

- (1) Quantity of items inventoried: _____
- (2) Inventory errors: _____
- (3) Inventory validity: _____

b. Results of a 100 percent inventory (mine allowance document vs. Automated Information System Personal Computer (AIS PC) of test sets:

- (1) Quantity of items inventoried: _____
- (2) Total discrepancies: _____
- c. Results of a 10 percent physical inventory of test sets:
- (1) Quantity of items inventoried: _____
- (2) Total discrepancies: _____
- d. Results of a 100 percent inventory of publications:
(NAVSEA SW550-FO-IDX-020 and mine allowance document)
- (1) Quantity of items inventoried: _____
- (2) Total discrepancies: _____
- e. Results of a 100 percent inspection of Material Handling Equipment (MHE):
- (1) Quantity of items inventoried: _____
- (2) Total discrepancies: _____
- f. Results of a 100 percent inspection of Portable Ordnance Handling
Equipment (POHE):
- (1) Quantity of items inventoried: _____
- (2) Total discrepancies: _____

FSO 55 - MAINTAIN READINESS BY PROVIDING TRAINING OF PERSONNEL
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- | | |
|---|--------|
| 1. Is quarterly training being conducted? | YES/NO |
| 2. Are General Military Training (GMT) and Professional Military
Training (PMT) being conducted? | YES/NO |

FSO 55.1 - PROVIDE PROFICIENCY TRAINING OF SITE PERSONNEL THROUGH QUARTERLY MINE UPGRADE ASSESSMENT
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LOGISTICS (LOG)

LOG 4 - SUPPORT SHIPS AND AIRCRAFT IN SUPPLIES, ORDNANCE AND OTHER SERVICES

LOG 4.7 - PROVIDE INVENTORY CONTROL OF PREPOSITIONED MINE STOCKS
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- | | |
|--|--------|
| 1. Are pre-positioned stocks properly accounted for? | YES/NO |
| 2. Are all transfers of pre-positioned material recorded and custody cards maintained? | YES/NO |

MINE WARFARE (MIW)

MIW 5 - SUPPORT/CONDUCT OFFENSIVE/DEFENSIVE SERVICE AND EXERCISE MINE LAYING OPERATIONS

MIW 5.1 - SUPPORT/CONDUCT SERVICE AND EXERCISE MINE LAYING OPERATIONS BY SURFACE SHIPS

Are unit Mine Assembly Teams (MATs) trained and ready to support assembly or final prep of mines for loading into aircraft for delivery in support of mining operations? YES/NO

MIW 5.3 - SUPPORT/CONDUCT MINE LAYING OPERATIONS BY SUBMARINES

The Submarine Launched Mobile Mine (SLMM) MAT shall demonstrate capability to perform mine setting changes. YES/NO

MIW 5.4 - SUPPORT/CONDUCT MINE LAYING OPERATIONS BY AIRCRAFT IN A NON-HOSTILE ENVIRONMENT

1. Are personnel qualified/certified for tasks assigned?
(COMOMAGINST 8020.4 [Series]) YES/NO
2. Are contingency team consumables identified and ready for deployments? (Local directive) YES/NO
3. Are the quantities of support items required for contingency teams identified and available? (Local directive) YES/NO
4. Is General Purpose Electronic Test Equipment (GPETE) checked-out prior to deployment? (Operational check-out/battery charged, etc.) (Recommended) YES/NO
5. Are Operational Procedures (OPs) used for mine assembly and were the procedural sheets followed? (COMOMAGINST 4855.1 [Series]) YES/NO
6. Are all safety precautions observed during contingency team operations? YES/NO
7. Are settings made per contingency OP Order? YES/NO
8. Are torques applied as specified? (Assembly OP) YES/NO
9. Are mines grounded, and grounds checked, prior to commencement of work? (OP 5 VOL 1) YES/NO
10. Is the supervision adequate for the evolution? YES/NO
11. Is a quality assurance inspection done during all phases of assembly? (COMOMAGINST 4855.1 [Series]) YES/NO
12. Are QA hold/check points on shop travelers observed for each mine assembled? (COMOMAGINST 4855.1 [Series]) YES/NO

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|--|--------|
| 13. Was arrival, attainment, and modification (simulated by message) made to OP Commander in a timely manner after receipt of operational directive? (Upgrade LOI) | YES/NO |
| 14. Is the team leader aware of operational chain of command? | YES/NO |
| 15. Is the Team Leader versed in the use of the Mine Field Planning Folder (MFPF)? | YES/NO |
| 16. Is the paperwork prepared for contingency team equipment, i.e., shipping documents and labels? | YES/NO |

MIW 7.1 - STOCK, ISSUE AND INVENTORY CONTROL
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1. Publications and instructions:

a. Are the following publications and instructions held?

- | | |
|--|--------|
| (1) OPNAV/SECNAV Instruction CD-Rom | YES/NO |
| (2) DODINST 4500.32 (Series), Military Standard Transportation and Movement Procedures (MILSTAMP) (01MAR87) | YES/NO |
| (3) NAVSEAINST 10200.1 (Series), Policies and Procedures Governing Tool Control (08FEB85) | YES/NO |
| (4) NAVSEA OP 5 VOL 1, Ammunition and Explosives Ashore; Safety Regulations for Handling, Storing, Production, Renovation, and Shipping (CD-Rom) | YES/NO |
| (5) NAVSUP P-437, Operating Procedures Manual, MILSTRIP, MILSTRAP Procedures | YES/NO |
| (6) NAVSUP P-485, Afloat Supply Procedures CD-Rom | YES/NO |
| (7) NAVSUP P-724, Management of Ammunition | YES/NO |
| (8) FEDLOG CD-Rom | YES/NO |
| (9) NLL CD-Rom | YES/NO |
| (10) NAVSUPINST 4610.33 (Series), Report of Transportation Discrepancies in Shipment (31AUG92) | YES/NO |
| (11) COMPACFLT Instruction CD-Rom (PACFLT only) | YES/NO |
| (12) COMLANTFLT Instruction CD-Rom (LANTFLT only) | YES/NO |
| (13) COMINSEARCOMINST C8550.5 (series), Service Mine Distribution and Support Guidance | YES/NO |

(14) COMINNEWARCOMINST 8550.1 (series), Procedures for Requesting Mine Warfare Exercise and Training (ET) Material and Services	YES/NO
(15) COMOMAGINST 4000.1 (series), Supply Procedures (CD-Rom)	YES/NO
(16) COMOMAGINST 4855.1 (series), QA Procedures (11JUN98)	YES/NO
(17) COMOMAGINST 5040.1 (series), MOMAG Administrative and Material (ADMAT) Assessment Program (6FEB03)	YES/NO
(18) COMOMAGINST 8550.16 (series), Mine Warfare Exercise and Training (ET) Material Program Management (12NOV99)	YES/NO
(19) TWO24-AA-ORD-010, Ammunition-unserviceable, Suspended and Limited Use (CD-Rom)	YES/NO
(20) TWO10-AC-ORD-010 through 040, Inspection Requirements for Receipt, Segregation, Storage and Issue of Navy and Marine Corps Conventional Ammunition (CD-Rom)	YES/NO
 2. Batteries:	
a. Are the storage requirements for batteries adhered to? (SW550-AA-MMI-010)	YES/NO
b. Are suspended battery stocks stored separately from service stock? (COMOMAGINST 4855.1 [series])	YES/NO
c. Are batteries properly thawed prior to use? (SW550-AA-MMI-010)	YES/NO
d. Are battery requisitions being submitted to correct material deficiencies? (COMOMAGINST 4000.1 [series])	YES/NO
e. Was remaining life of batteries used computed properly? (SW550-AA-MMI-010)	YES/NO
f. Are internal, quick-opening door mechanisms installed on reefer doors, and are they in good mechanical operating condition? (NAVAIR A1-NAOSH-SAF-000)	YES/NO
g. Are proper internal safety instructions posted for emergency exiting from reefers? (CFR 29-1910.36)	YES/NO
h. Are personnel following "handle with care" methods for batteries? (SW550-AA-MMI-010)	YES/NO
i. Is the Battery Database Management System (BATS) program maintained? (SW550-AA-MMI-010 and COMOMAGINST 4000.1 [series])	YES/NO

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3. Storage:

- a. Are warehouse storage areas marked in bays and stacks to provide orderly stowage and ready accessibility?
(NAVSUP P-485 paragraph 4580) YES/NO
- b. Are multiple locations avoided for the same item?
(NAVSUP P-485 paragraph 4603) YES/NO
- c. Is maximum utilization of space ensured?
(NAVSUP P-485 paragraph 4580) YES/NO
- d. Are components segregated by material condition code?
(COMOMAGINST 4855.1 [series]) YES/NO
- e. Is there a defined and adequate inventory procedure?
(NAVSUP P-485 and COMOMAGINST 4000.1 [series]) YES/NO
- f. Is the 1/12th inventory conducted by representatives of the Supply and QA Departments? (COMOMAGINST 4000.1 [series]) YES/NO
- g. Are local procedures formulated to ensure periodic inventory checks are conducted in addition to the 1/12th inventory?
(COMOMAGINST 4000.1 [series]) YES/NO

4. Impound areas: (COMOMAGINST 4855.1 [series])

- a. Are all required impound areas and logs properly maintained? YES/NO
- b. Is impounded material under the control of QA? YES/NO
- c. Are all items awaiting disposition properly sorted and adequately marked for instant referral when disposition is received? YES/NO

5. Packaging of mine components: (MILSTD 129, SW023-AB-WHS-010)

Are mine components properly packaged, identified and age dated? YES/NO

6. Outgoing material: (MILSTD 129, SW023-AB-WHS 010)

- a. Is material designated by type, quantity, and quality? YES/NO
- b. Is material packed, packaged, and preserved per the applicable instructions? YES/NO
- c. Is there proper documentation? YES/NO
- d. When disposition instructions on reject material are received, is material processed and shipped promptly? YES/NO

7. Magazines: (OP 5 VOL 1)

- a. Are aisles and safety exits maintained? (Chapter 11) YES/NO

- b. Are magazines free from combustibles? (Chapter 11) YES/NO
- c. Is approved lighting (if any) installed? (Chapter 8) YES/NO
- d. Is additional lighting adequate for sustained operations?
(Chapter 5) YES/NO
- e. Are smoking regulations adhered to inside restricted
areas? (Chapter 4) YES/NO
- f. Are explosive limits posted and adhered to? (Chapter 7) YES/NO
- g. Are proper magazine hazard classifications posted?
(Chapter 4) YES/NO
- h. Are maximum permissible quantities, determined from
quantity distance requirements, posted? (Chapter 7) YES/NO
- i. Are safety precautions, rules, and explosive limits
posted inside front door or on front wall? (Chapter 11) YES/NO
- j. Is (EED, booster) storage divided among magazines?
(Chapter 11) YES/NO
- k. Are mandatory quantity distance relationships (EEDs,
boosters) adhered to? (Chapter 7) YES/NO
- l. Is metal dunnage used? (Chapter 11) YES/NO
- m. Are explosive initiating devices segregated by lots?
(COMOMAGINST 4000.1 [series]) YES/NO
- n. Are magazines properly vented? (Chapter 8) YES/NO
- o. Are mine boosters properly stored? (Chapter 11) YES/NO
- 8. Detonator/Pyrotechnics Storage: (OP 5 VOL 1)
 - a. Are all pyrotechnics properly stored? (Chapter 11) YES/NO
 - b. Has inspection been held on pyrotechnics? (Chapter 11) YES/NO
 - c. Is special fire fighting equipment for pyrotechnics in
place and serviceable? (Chapter 4) YES/NO
 - d. Are EEDs, actuators, and boosters properly packaged?
(SW023-AB-WHS-010) YES/NO
- 9. Mine Storage: (OP 5, VOL 1)
 - a. Are operating personnel aware of the responsibility for
reading, understanding, and strictly observing all safety standards,
requirements, and precautions applicable to their work or duty?
(Chapter 1) YES/NO

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- b. Are all safety and handling regulations complied within all working and storage areas? (Chapter 1) YES/NO
 - c. Is all equipment considered safe? (Chapter 1) YES/NO
 - d. Is fire fighting equipment and facility in good condition? (Chapter 4) YES/NO
 - e. Are the explosive storage facilities/magazines adequate to meet present and mobilization requirements? (Chapter 8) YES/NO
 - f. Is a red flag properly displayed at the entrance to each magazine or area where personnel are working? (Chapter 11) YES/NO
 - g. Are fire breaks properly maintained? (Chapter 4) YES/NO
 - h. Are magazines properly barricaded? (Chapter 8) YES/NO
 - i. Are ground systems inspected, tested, and results logged? (Chapters 5 and 6) YES/NO
 - j. Are provisions made for remote cut-off of light and power by switches outside of buildings where explosives are handled? (Chapters 5-8) YES/NO
10. Staging Area: (OP 5, VOL 1, Chapter 7)
- a. Is a staging area available for the stowage of mines awaiting movement? YES/NO
 - b. Is it adequate in size? YES/NO
 - c. Is the load limit and quantity distance approved? YES/NO
11. Lightning protection: (OP 5, VOL 1)
- a. Is protection adequate for earth covered magazines? (Chapter 6) YES/NO
 - b. Is protection adequate for other type magazines and ammunition handling buildings? (Chapter 6) YES/NO
 - c. Are wire screens in ventilator ducts intact and are ventilators grounded to the secondary grounding system? (Chapter 8) YES/NO
 - d. Is required testing of lightning protection systems conducted? (Chapter 6) YES/NO
 - e. Do lightning masts have two down connectors and are the down connectors spaced as widely as possible? (Chapter 6) YES/NO

MIW 7.2 - MAINTAIN AUTHORIZED ASSEMBLY LEVEL MINE STOCK

MANAGEMENT OF MINE STOCKS

1. Inventory of material: (COMOMAGINST 4000.1 [series]))

a. Results of a 5 percent inventory sampling of mine allowance items:
(A minimum score of 90 percent is required for a passing grade.)

(1) Quantity of items inventoried: _____

(2) Inventory errors: _____

(3) Inventory validity: _____

2. Records and files:

a. Is an ammunition transaction report submitted each time a NALC coded item has a transaction that affects on hand quantity, i.e., issues, receipts, expenditures, inventory gains/losses, etc., including ET assets? (COMLANTFLTINST 8010.12 [series]) YES/NO

b. Are disposition requests correctly submitted? (NAVSUP P-724, Chapter 5, Section 6) YES/NO

c. Is NAVSEA Form 8012/2 being used to request disposition for reject material not requested by B or E sheets? (SW550-FO-PMS-010) YES/NO

d. Are material allowance shortages on order to ensure compliance with the mine allowance document? (COMOMAGINST 4000.1 [Series]) YES/NO

MIW 7.3 - MAINTAIN TEST SETS, TOOLS AND MINE PARTS

MANAGEMENT OF TEST SETS, TOOLS, AND MINE PARTS

1. Is the present allowance of test equipment sufficient to meet all requirements? (Mine Allowance Document)

a. Normal YES/NO

b. Contingency YES/NO

2. Has the material to fill allowance shortages been requested? (COMOMAGINST 4000.1 and Mine Allowance Document) YES/NO

3. If test equipment allowance is not sufficient to meet all requirements, has modification of the allowance been requested? (COMOMAGINST 4355.1 [series]) YES/NO

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4. Maintenance of publications:

a. Is the present allowance of publications sufficient to meet all commitments? YES/NO

b. Has a request been submitted to increase/decrease the publication allowance if needed? YES/NO

MIW 7.4 - MAINTAIN AND ISSUE EXERCISE AND TRAINING (ET) STOCKS AND INSTRUMENTATION
--

MANAGEMENT AND PREPARATION

1. Inventory of material:

a. Are the designated quantities of ET mines on board or accounted for? (COMOMAGINST 8550.16 [series]) YES/NO

b. Have material allowance shortages been requested? (COMOMAGINST 4000.1 [series]) YES/NO

2. Does a review of recent post-exercise reports indicate unit competence in the preparation and delivery of ET mines? YES/NO

3. Does a review of ET mine refurbishment, sand blast, painting, etc., indicate competence in that area? YES/NO

NOTE: All operations involving inert material, replacing explosive items, will be considered explosive loaded. All safety precautions, warnings and other precautions which apply to service mines will apply. ET mines will be assembled and inspected per the appropriate technical manuals.

MIW 7.5 - PERFORM FIELD CALIBRATION ON MINE TEST SETS

FIELD CALIBRATION ACTIVITY (FCA) PROGRAM

1. Calibration and maintenance:

a. Are test sets scheduled for calibration in balanced increments to ensure against loss of one particular test set capability? (OPNAV 43P6 and COMOMAGINST 4355.1 [series]) YES/NO

b. Are calibration stickers affixed to the test sets? (ST100-AS-MMI-010, paragraph 1-17?) YES/NO

c. Are gauges regularly calibrated and records maintained? (NAVAIR 17-35MTL-1 PG 3-136) YES/NO

d. Has a disposition been requested for test equipment that is in excess of allowance? (COMOMAGINST 4000.1 [series]) YES/NO

e. Has defective test equipment been reported and disposition requested? (SW550-FO-PMS-010 and COMOMAGINST 4355.1 [series]) YES/NO

f. Has General Purpose Electronic Test Equipment (GPETE) been verified against meter card calibration due dates and calibration stickers? (COMOMAGINST 4855.1, enclosure 16) YES/NO

g. Is adequate storage space available for test equipment not in use? (NAVAIR 17-35FR-01, paragraph 2-3.1) YES/NO

h. Are torque wrenches checked/calibrated? (NAVAIR 17-35 QAL-5, paragraph 4-13) YES/NO

i. Are adequate facilities available for test set and torque wrench calibration? (ST100-AS-MMI-010, paragraph 1-29) YES/NO

j. Are calibration labels on board and used/controlled properly? (COMOMAGINST 4855.1 [series]) YES/NO

k. Field calibration area environment requirements:

(1) Temperature (65 to 85F)? (ST100-AS-MMI-010 Chapter 3, paragraph 3-4) YES/NO

(2) Relative humidity less than 60 percent? (ST100-AS-MMI-010 Chapter 3 paragraph 3-4) YES/NO

(3) Is calibration area thermostatically controlled? (ST100-AS-MMI-010, Chapter 3, paragraph 4) YES/NO

(4) Is area monitored and relative humidity recorded on a 24-hour basis? (ST100-AS-MMI-010, Chapter 3, paragraph 4) YES/NO

(5) Are records kept? (ST100-AS-MMI-010, Chapter 3, paragraph 4) YES/NO

(6) Are test sets undergoing calibration plugged into a Variac and the Variac adjusted to 115 VAC as monitored with power line monitor? (ST100-AS-MMI-010, Chapter 3, paragraph 3-7) YES/NO

(7) Are calibration spaces kept clean and neat, equipped with earth grounds and rubber matting? (ST100-AS-MMI-010, Chapter 3, paragraphs 3-3 and 3-6) YES/NO

(8) Is the power emergency shut-off switch identified? (NAVAIR 17-35 MTL-1) YES/NO

l. Does the command have the minimum number of personnel (two) with a primary NEC of 1205? (ST100-AS-MMI-010 paragraph 1-25) YES/NO

m. Have NEC 1205 personnel been properly recertified? (COMOMAGINST 1221.1 [series]) YES/NO

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2. Test equipment:

- a. Are test sets tagged with the appropriate MILSTD tag, segregated and stowed accordingly by color codes?
(NAVAIR 17-35FR-01, COMOMAGINST 4855.1 [series]) YES/NO
- b. Are test sets inspected during 1/12th audits?
(COMOMAGINST 4855.1 [series]) YES/NO
- c. Are Ammunition Transaction Reports (ATRs) being submitted on test equipment that is received or for changes in condition code?
(COMOMAGINST 4000.1 [series]) YES/NO

MIW 7.6 - TRAINING OF NAVAL RESERVE (NR) MOBILE MINE ASSEMBLY UNITS (MOMAU) BY ACTIVE DUTY COMPONENT

TRAINING/ADMINISTRATION/AUGMENTATION OF NR MOMAU (COMOMAGINST 3060.1 [series])

1. Naval Reserve (NR) Mobile Mine Assembly Units (MOMAU):

- a. Does the NR MOMAU forward following information to their gaining command every quarter: YES/NO
- (1) Current recall bill? YES/NO
- (2) All Plans of the Day/Week/Month from the previous quarter as applicable? YES/NO
- (3) Current security clearances of all personnel? YES/NO
- (4) Fiscal year training schedule (sent during the first quarter of the fiscal year)? YES/NO
- (5) Quarterly training schedule? YES/NO
- (6) Explosive certifications (sent only during the quarter in which the Annual Training (AT) will be held)? YES/NO
- (7) A list of Material Handling Equipment (MHE) licensed operators (sent only during the quarter in which the AT will be held)? YES/NO
- (8) Current Naval Reserve Unit Assignment Document (RUAD) printout? YES/NO
- (9) Except where otherwise noted, are the above documents mailed by the 30th day of the first month of every quarter? YES/NO
- b. Are 80 percent of the gaining command's selected reserve (SELRES) billets filled? YES/NO

c. Does each reserve unit have 70 percent of mobilization billets onboard? YES/NO

d. Are up-to-date copies of the following documents provided to the inspection team during augmentation and MRCI:

(1) Security clearances? YES/NO

(2) Driver's license for Civil Engineering Support Equipment (CESE) and Material Handling Equipment (MHE)? YES/NO

(3) Where applicable, has the U.S. Government Motor Vehicle Operators Identification Card been annotated "Explosive Driver, Must Hold Current Medical Certificate"? (SW023-AH-WHM-010) YES/NO

(4) Doctor's certificate physically qualifying them to be an explosive driver? YES/NO

(5) MOMAU/MOMAD qualification/certification records? YES/NO

(6) Current recall bill? YES/NO

(7) Naval Reserve Unit Assignment Document (RUAD) printout? YES/NO

2. MOMAU/MOMAD:

a. Is the Reserve Coordinator appointed in writing? YES/NO

b. Are the documents of paragraph 1a above retained by gaining command for 12 months? YES/NO

c. Has the site developed and documented local augmentation procedures? YES/NO

d. Does the security manager have a record of access granted to the NR MOMAU personnel, such as a computerized database? (SECNAVINST 5510.30A, page 2-3) YES/NO

MIW 7.7 - ASSEMBLE AND MAINTAIN MINES

MIW 7.7.1 - MANAGEMENT

1. Quality Assurance (QA): (COMOMAGINST 4855.1)

a. Is there an established and functioning QA Department? YES/NO

b. To whom does the QA Department report? _____

c. Are QA personnel assigned collateral, non-quality assurance functions? YES/NO

d. Are QA personnel qualified to perform specified duties and do they exhibit a thorough understanding of those duties? YES/NO

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e. Has initial QA training been accomplished for each person assigned QA duties? YES/NO

f. Is required bi-weekly QA training (OJT/lectures) being accomplished? YES/NO

g. Are periodic inventories of QA stamps being done by a QA supervisor and the results being documented and maintained? YES/NO

2. Qualification/Certification (QUAL/CERT) Program:
(OPNAVINST 8023.14, COMLANTFLT/COMPACFLT 8023.5 and
COMOMAGINST 8020.4 [series])

a. Is the QUAL/CERT Board set up as required? YES/NO

b. Is the QUAL/CERT Program properly administered? YES/NO

c. Are personnel assigned tasks they are certified to perform? (Routine and upgrade) (OP 5 VOL 1, Chapter 2) YES/NO

d. Are there records indicating certification for the Non-Nuclear Ordnance Program? YES/NO

e. Are personnel assigned to contingency teams trained and records properly documented? YES/NO

f. Does the QUAL/CERT form comply with the references? YES/NO

3. Standard Production and Processing Procedures. (COMOMAGINST
8023.11 [series])

a. Is there a standard flow plan instruction for processing and production of mines by type? YES/NO

b. Does the flow plan address:

(1) Personnel assignments (augmented/unaugmented) by billet number? YES/NO

(2) Administrative upgrade requirements? YES/NO

(3) MHE/CESE requirements? YES/NO

(4) Functional organization charts for weapons upgrade? YES/NO

(5) Functional description of tasks? YES/NO

(6) Process flow chart for weapon upgrade? YES/NO

4. Fire protection (OP 5, VOL 1, Chapter 4)

a. Has a general fire bill been prepared and posted with applicable instructions? YES/NO

- b. Are local fire bills prepared and posted for each building or magazine? YES/NO
- c. Has a fire map been prepared and posted? YES/NO
- (1) Does fire map show location of fire fighting equipment, including valves and hydrants? YES/NO
- (2) Does fire map show type of hazard involved? YES/NO
- d. Are the above reviewed as required? YES/NO
- e. Are fire drills being held? YES/NO
- f. Are fire bottles inspected monthly? YES/NO
- g. Are fire bottles within hydrostatic test standards? YES/NO
5. Safety precautions (MK67) (SW553-B2-MMI-010, SW550-AE-MMI-080)
- a. Have predetermined and safe evacuation routes been designated and posted? YES/NO
- b. Is an isolated holding area designated and marked for prematurely activated (hot) MK 46 batteries? YES/NO
- c. Is the battery charging area marked to reflect hazard type? YES/NO
- d. Does the battery charging area contain eye wash and deluge type shower facilities? YES/NO
- e. Are the necessary support items available in the battery handling and charging area? YES/NO
6. Inert Certification Program: (OPNAVINST 8020.14 [series])
- a. Do all display shapes have identification labels? YES/NO
- b. Have all inert shapes been inspected and marked? YES/NO
- c. Are certification records available for the inert ordnance that is held? YES/NO
7. Mine Assembly/Facilities: (OP 5, VOL 1)
- a. Does the assembly area have adequate lighting? (paragraph 8-3.2) YES/NO
- b. Are explosive/personnel limits posted and adhered to? (paragraph 7-3.4, 7-6.2) YES/NO
- c. Is adequate grounding provided in assembly area? (paragraph 5-7.1) YES/NO

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- d. Is the Material Handling Equipment (MHE) and Portable Ordnance Handling Equipment (POHE) available/adequate? YES/NO
- e. Is portable, engine driven equipment properly grounded? (paragraph 5-8.4) YES/NO
8. Has an area check been accomplished for the Total Field Magnetometer of Firing Mechanism MK 26? (SW550-AA-MMI-020 paragraph F20-43) YES/NO
9. Are spare components in the planned maintenance system tested in the prescribed cycle? (SW550-FO-PMS-010, paragraph 3-36) YES/NO
10. Is the chain of command (OPCON and ADCON) understood? YES/NO
11. Is there a current personnel recall bill? (local directive) YES/NO
12. Are mine system data reports submitted as required? (SW550-FO-PMS-010) YES/NO
13. Are follow-up letters submitted for non-conforming material when disposition instructions have not been received in excess of 90 days? (COMOMAGINST 4855.1 [series]) YES/NO
14. Has a HERO survey of the mine assembly area been conducted as required? (OP 3565, VOL 2, Chapter 3) YES/NO
- a. Is a copy of the survey on file and within periodicity? YES/NO
- b. Did the findings have any impact on mine assembly capabilities? YES/NO

MIW 7.7.2 - MISSION PLANNING AND EXECUTION
--

1. During assembly:
- a. Was the amount and condition of material received from supply satisfactory? (COMOMAGINST 8023.11 [series]) YES/NO
- b. Were explosives delivered when needed? (COMOMAGINST 8023.11 [series]) YES/NO
- c. Were the explosives delivered, tested, or in the PMS cycle? (SW550-FO-PMS-010 paragraph 3-30) YES/NO
- d. Were explosives properly handled during movements? YES/NO
- e. Were SOPs available in the work area and used? YES/NO
- f. Were Master Record Sheets filled out (signed) during the mine assembly? (COMOMAGINST 4855.1 [series]) YES/NO

g. Are shop travelers completed for all mines assembled? (COMOMAGINST 4855.1 [series])	YES/NO
h. Were mine components properly handled during transportation to the assembly area?	YES/NO
i. Were OPS used for mine assembly and were the procedure sheets used?	YES/NO
j. Were operational tests properly conducted? (Assembly and test OP)	YES/NO
k. Were all safety precautions observed during mine assembly operations? (Assembly OPS)	YES/NO
l. Were mines grounded and grounds checked prior to commencement of work? (OP 5, VOL 1, paragraph 5-7)	YES/NO
m. Were the mine cases and surfaces prepared, cleaned, and coated as required? (Assembly OP)	YES/NO
n. Were settings made per the op order?	YES/NO
o. Were torques applied as specified? (Assembly OP)	YES/NO
p. Were personnel well trained in assembly and test procedures?	YES/NO
q. Was the supervision adequate for the evolution?	YES/NO
r. Was there a QA Inspection on all phases of assembly? (COMOMAGINST 4855.1 [series])	YES/NO
s. Were QA hold and check points on shop travelers observed? (COMOMAGINST 4855.1 [series])	YES/NO
t. Were military standard tags prepared and used?	YES/NO
u. Was flight gear available for the aircraft configuration required by op order?	YES/NO
v. Was the flight gear delivered and prepared for the configurations required by the op order?	YES/NO
w. Was the final preparation for delivery to the laying agent performed on the assembly line? (Assembly OP)	YES/NO
x. Was the applicable paper work prepared, i.e., ATRs, shipping documents, and shipping labels?	YES/NO
y. Was attainment, acknowledgement, and modification (simulated by message) made to the OP Commander in a timely manner after receipt of upgrade tasking?	YES/NO

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z. Were supervisory personnel familiar with readiness escalation procedures?	YES/NO
aa. Were the requested mines and prepared in time to meet promulgated capability? (per COMOMAG Capability Report)	YES/NO
ab. Were mine batteries properly thawed prior to testing and installation? (SW550-AA-MMI-010, paragraph 2-63)	YES/NO
ac. Are mines and crates properly marked and DoD color coded? (SW550-AA-MMI-010 paragraph 2-86)	YES/NO
2. Is the unit capable of supporting applicable OPLAN and assigned contingencies?	YES/NO
3. Are component test facilities adequate with regard to the following:	
a. Temperatures (65 to 85F)? (SW550-AA-MMI-010 paragraph 1-18)	YES/NO
b. Are temperatures monitored and maintained on continuous 24-hour basis? (SW550-AA-MMI-010, paragraph 1-18)	YES/NO
c. Is the power source monitored to 105-125 volts at 57-63 HZ? (SW550-AA-MMI-010 paragraph 1-18)	YES/NO

MIW 7.7.3 - POST-ANALYSIS

1. Post analysis of assembled service mines: (Weapon reliability of 93 percent is required for a passing grade.)	
a. Were the types and quantities requested in the tasking message assembled?	YES/NO
b. Are the mines assembled to the configurations requested?	YES/NO
c. Are the mines assembled IAW the applicable assembly publication?	YES/NO

MIW 7.8 - MAINTAINING MINES IN DESIGNATED READINESS CONDITION

1. Are mines stored in the condition of readiness as specified in plans, letters or instructions from higher authority? (COMINWARCOMINST C8550.5 [series], OPLAN, CONPLANS)	YES/NO
2. Is the intermediate level planned maintenance system (PMS) in effect and adhered to? (SW550-F0-PMS-010 and COMOMAGINST 8550.4 [series])	YES/NO
3. Does the quantity of mines on hand correspond with the quantities reflected in COMINWARCOMINST C8550.5 (series)?	YES/NO

MIW 13 - REPAIR MIW EQUIPMENT

1. Industrial Material Handling Equipment (MHE):

- | | |
|--|--------|
| a. Are conditions of roads, traffic control, security, etc., for the movement of material on station and to loading sites adequate? (OP 5, VOL 1, paragraph 8-7) | YES/NO |
| b. Is industrial equipment left unattended without physically removing the ignition key? (OP 5, VOL 1, paragraph 10-4) | YES/NO |
| c. If there is a lanyard or other device designed to secure the key to the equipment? Is the device modified to permit removal of the key from the ignition when unattended? (OP 5, VOL 1, paragraph 10-4) | YES/NO |
| d. When separated from MHE, are keys safeguarded per local regulations? (OP 5, VOL 1, paragraph 10-4) | YES/NO |
| e. Is all handling/associated equipment being inspected and tested as required? (OP 5, VOL 1, paragraph 10-4, 10-5, 10-6) | YES/NO |
| f. Is the safe working load, utility type, weight test date, and vehicle weight of MHE clearly printed in an appropriate space in view of operator? (OP 5, VOL 1, paragraph 10-4, 10-4) | YES/NO |
| g. Do motor vehicles engaged in on-station towing of explosive loaded bomb trailers display placards? (SW020-AF-ABK-010, paragraph 4-7) | YES/NO |
| h. Are the correct number of AERO 51B munitions trailers being towed at same time? (SW023-AB-WHS-010, paragraph 2-6) | YES/NO |
| i. Is battery charging done only in areas designated specifically for that purpose? Is it forbidden in magazines or other spaces where ammunition and explosives are present? (SW023-AH-WHM-010) | YES/NO |
| j. Are there operational showers and eye wash fountains in battery charging areas? (SW023-AH-WHM-010) | YES/NO |
| k. Are the ordnance handling equipment allowance levels adequate for the station/facility? | YES/NO |
| l. Is industrial MHE maintained, periodically inspected, and certified to carry ammunition? (W023-AH-WHM-010, Chapter 6) | YES/NO |
| m. Does applicable MHE (EE) have required static discharge straps (drag straps) or clearly marked static conductive tires? (SW023-AH-WHM-010, paragraph 4-5) | YES/NO |

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n. If the site performs MHE maintenance and repair, is maintenance performed IAW the reference and are history files maintained? (SW023-AH-WHM-010, Chapter 6) YES/NO

2. Civil Engineering Support Equipment (CESE):

a. Are daily inspections of vehicles conducted prior to loading cargo? (SW020-AF-ABK-010, paragraph 3-3.2) YES/NO

b. During loading and unloading, did the driver ensure that: (SW020-AF-ABK-010, paragraph 4-5.5)

(1) The engine was off? YES/NO

(2) The brake was set? YES/NO

(3) The motor was in the lowest forward gear or reverse? YES/NO

(4) The wheels were blocked? YES/NO

(5) The cargo was properly identified? YES/NO

c. Is there a copy of Standard Form 91, Vehicle Accident Report, carried in each vehicle assigned? (SW020-AF-ABK-010, paragraph 3-5) YES/NO

d. In all open loaded vehicles, are all sides and ends securely fastened? (OP 5, VOL 1, paragraph 12-5) YES/NO

e. Are explosives stacked higher than the closed sides and ends of the body of the vehicle? (OP 5, VOL 1, paragraph 12-5) YES/NO

f. Are vehicles loaded beyond manufacturer's rated capacity? YES/NO

g. Do vehicles used for transportation of explosives on station carry four placards marked "EXPLOSIVES A" or "EXPLOSIVES B"? When in use, are these placards displayed, one on each side and ends of the vehicle? (OP 5 VOL 1, paragraph 12-5) YES/NO

h. Do personnel ride in the back of a truck carrying ammunition or explosives? (Exception: Limited quantities of Class 1 Division 4 explosives are permitted) (OP 5 VOL 1, paragraph 12-5) YES/NO

3. Portable Ordnance Handling Equipment (POHE):

a. Have slings, bands, strong-backs, beams, and similar ordnance handling equipment been: (OP 5, VOL 1, paragraph 10-5)

(1) Tested to 200-215 percent of their static load? YES/NO

(2) Tested every four years? Has a tag been attached or has equipment been stenciled giving test information? YES/NO

- b. Are slings, carriers or hoisting band capacities exceeded?
(OP 5 VOL 1 paragraph 10-5) YES/NO
- c. Are carriers, slings, and hoisting bands inspected prior
to their use? (OP 5, VOL 1, paragraph 10-5) YES/NO
- d. Is the proper POHE selected for the type of ammunition
being handled? (OP 5, VOL 1, paragraph 10-5) YES/NO
- e. Is the load securely and firmly positioned on a load
carrying surface? (OP 5, VOL 1, paragraph 10-4) YES/NO
- f. Is the equipment being kept clean and free of grease?
(OP 5, VOL 1, paragraph 10-5) YES/NO
- g. Is the equipment periodically serviced and maintained for
maximum safety and efficiency? (OP 5, VOL 1, paragraph 10-5) YES/NO
- h. Is a test record kept on all handling equipment by the
testing facility? (OP 5, VOL 1, paragraph 10-5) YES/NO
- i. Is test facility properly certified? YES/NO

NOTE: Each driver of a vehicle transporting ammunition, explosives, or other dangerous articles shall know the contents of the load and be aware of its hazards.

4. Explosive driver requirements:

- a. Is U.S. Government Motor Vehicle Operators Identification
Card annotated "explosive driver"? (SW020-AF-ABK-010, paragraph 3-2.1) YES/NO
- b. Do civilian explosive drivers hold a valid state operator's
license? (SW020-AF-ABK-010, paragraph 2-2.1) YES/NO
- c. Do explosive drivers have a doctor's certificate
qualifying them physically? (SW020-AF-ABK-010, paragraph 3-2.2) YES/NO
- d. Are military explosive drivers (including reservists)
physically reexamined every five years or at intervals appropriate
for their age? (SW020-AF-ABK-010, paragraph 2-2.3) YES/NO
- e. Are forklift, truck, and industrial tractor operators
qualified and licensed? (OP 5, VOL 1, paragraph 10-4) YES/NO

MOBILITY (MOB)

MOB 3.3 - MAINTAIN SECURITY AGAINST UNFRIENDLY ACTS

1. Physical security for conventional Arms, Ammunition, and Explosives (AA&E): (OPNAVINST 5530.13 [series])

a. Is AA&E segregated by assigned risk category and provided the level of physical security protection appropriate for that category? (Chapters 2, 3, and 5) YES/NO

b. Are classified mine components stored per existing security regulations? (Chapter 2) YES/NO

c. Has a Key and Lock Custodian been appointed in writing? (Chapter 3) YES/NO

d. Are AA&E keys secured in containers commensurate with where the keys allow access? (Chapter 3) YES/NO

e. Are AA&E keys maintained separately from all other keys? (Chapter 3) YES/NO

f. Are AA&E keys accessible only to those individuals whose official duties require access to them? (Chapter 3) YES/NO

g. Are AA&E keys and locks inventoried semiannually? Are records retained for one year? (Chapter 3) YES/NO

h. Is a key control register containing all required information maintained to ensure accountability of keys? (Chapter 3) YES/NO

i. Is an AA&E security survey conducted at least every 12 months? Are the three most recent surveys maintained for review during assist visits and command inspections? (Chapter 3) YES/NO

j. Is a training program conducted for personnel with AA&E duties covering the particular procedures of AA&E accountability which relate to each person's work? (Chapters 2 and 6) YES/NO

k. Has an AA&E accountability officer been designated in writing? (Chapter 6) YES/NO

MOB 8.1 - OPERATE FROM AN AIRCRAFT CARRIER

MOB 8.6 - OPERATE FROM MERCHANT SHIPS AND INDIGENOUS CRAFT

MOB 11.2 - MOUNT-OUT SELECTED ELEMENTS/DETACHMENTS

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MOB 11.3 - MAINTAIN CAPABILITY FOR RAPID AIRLIFT OF UNIT/DETACHMENT

- | | |
|--|--------|
| 1. Was all required paperwork completed correctly? (LOI) | YES/NO |
| 2. Were MAT members ready to depart on time? (LOI) | YES/NO |
| 3. Did the "fly away" box contain the correct material?
(local directive) | YES/NO |

NON-COMBAT OPERATIONS (NCO)

NCO 3.1 - PROVIDE ORGANIZATIONAL LEVEL PREVENTIVE MAINTENANCE

Are warehouses/operating buildings well maintained? YES/NO

NCO 3.2 - PROVIDE ORGANIZATIONAL LEVEL CORRECTIVE MAINTENANCE

1. Are the facility's trouble calls made in a timely manner? YES/NO

2. Are trouble calls answered/completed in a timely manner? YES/NO

3. Is a trouble call log maintained? YES/NO

NCO 3.4 - MAINTAIN PRESERVATION AND CLEANLINESS OF TOPSIDE AND INTERNAL SPACES

Are warehouses/operating buildings kept free of trash, waste, and debris? (OP 5, VOL 1, paragraph 2-1.5, OPNAVINST 5100.23) YES/NO

**NCO 3.5 - PROVIDE FOR PROPER STORAGE, HANDLING, USE AND TRANSFER OF
HAZARDOUS MATERIALS**

1. Flammable liquids:

a. Is there a fire-resisting building, room, or locker designated for storage? (OP 5, VOL 1, Chapter 8) YES/NO

b. Are paint lockers NFPA approved? (OP 5, VOL 1, Chapter 8) YES/NO

c. Are paint storage buildings located at least 50 feet from operating buildings? (OP 5, VOL 1, Chapter 8) YES/NO

d. Are proper fire extinguishers located in the immediate vicinity? (NFPA 10, Chapter 3) YES/NO

LETTER OF INSTRUCTION (LOI) SAMPLE MESSAGE

R 291554Z JAN 03 ZYB
FM COMOMAG CORPUS CHRISTI TX//N3//
TO COMLANTFLT NORFOLK VA//N3/N5/N80//
INFO COMINWARCOM CORPUS CHRISTI TX//N8//
NAVRESREDCEN CHARLESTON SC//00//
MOMAU FOURTEEN YORKTOWN VA//00//
NRMOMAU SIX CHARLESTON SC//00//
NRMOMAU SEVEN GREENVILLE SC//00//
UNCLAS //N05040//
MSGID/GENADMIN/COMOMAG//
SUBJ/PROPOSED LETTER OF INSTRUCTION (LOI) FOR MOMAU FOURTEEN MINE WARFARE
/READINESS CERTIFICATION INSPECTION (MRCI)//
REF/A/DOC/OPNAVINST 5040.15D//
REF/B/DOC/OPNAVINST C3501.2H//
REF/C/DOC/OPNAVINST C3501.102B//
REF/D/DOC/COMOMAGINST 5040.1//
REF/E/DOC/COMOMAGINST 5040.15//
NARR/REF A IS MINE WARFARE READINESS CERTIFICATION INSPECTION PROGRAM. REF B
IS NAVAL WARFARE MISSION AREAS AND REQUIRED OPERATIONAL CAPABILITY/PROJECTED
OPERATIONAL ENVIRONMENT (ROC/POE) STATEMENTS. REF C IS PROJECTED OPERATIONAL
ENVIRONMENT (POE) AND REQUIRED OPERATIONAL CAPABILITIES (ROC) FOR MOBILE MINE
ASSEMBLY GROUP. REF D IS MOMAG MISSION AND FUNCTIONS. REF E IS MOMAG MINE
WARFARE READINESS CERTIFICATION PROGRAM.//
POC/LCDR JONES/OPS/COMOMAG/-/DSN:861-4986 X120/COMM:(361) 961-4986 EXT 120/
TEL:FAX 4985//
RMKS/1. PER REF A, THE SUBJECT LETTER OF INSTRUCTION (LOI) IS PROVIDED.
2. PURPOSE: FROM XX THRU XX XXX XXXX, A MRCI WILL BE CONDUCTED ON MOMAU
FOURTEEN. THE INSPECTION FOR CERTIFICATION SHALL BE CONDUCTED WITHIN THE
PROJECTED OPERATIONAL ENVIRONMENT SET FORTH IN REFS B AND C TO DEMONSTRATE
THE READINESS OF MOMAU FOURTEEN TO ACCOMPLISH SELECTED WARFARE OPERATIONAL
CAPABILITIES PROMULGATED BY REF D AND SPECIFIED IN REF E.
3. EVALUATION: EACH OF THE FOLLOWING ROCS AND RESOURCE AREAS, SUPPLY,
EQUIPMENT, PERSONNEL AND TRAINING AS APPLICABLE, WILL BE EVALUATED PER
INSPECTION CRITERIA PROMULGATED IN REF D.
A. FSO 47: MONITOR OPERATIONAL PROCEDURES
B. FSO 48: MONITOR MATERIAL PROCEDURES
C. FSO 55: MAINTAIN READINESSBY PROVIDING TRAINING OF UNIT'S PERSONNEL
D. LOG 4.7: PROVIDE INVENTORY CONTROL OF PREPOSITIONED MINE STOCKS
E. MIW 5.1: SUPPORT/CONDUCT SERVICE AND EXERCISE MINE-LAYING OPERATIONS BY
SURFACE SHIPS
F. MIW 5.2: SUPPORT/CONDUCT MINE LAYING OPERATIONS BY AIRCRAFT IN A HOSTILE
ENVIRONMENT
F. MIW 5.3: SUPPORT/CONDUCT MINE LAYING OPERATIONS BY SUBMARINES
H. MIW 5.4: SUPPORT/CONDUCT MINE LAYING OPERATIONS BY AIRCRAFT IN A NON-
HOSTILE ENVIRONMENT
I. MIW 7.1: ISSUE AND PROVIDE INVENTORY CONTROL OF PREPOSITIONED MINE STOCK
J. MIW 7.2: MAINTAIN STOCKS OF AUTHORIZED ASSEMBLY LEVEL ITEMS AND RELATED
COMPONENTS
K. MIW 7.3: MAINTAIN STOCKS OF TEST EQUIPMENT, TOOLS, AND MAINTENANCE PARTS
FOR ASSEMBLY AND MAINTENANCE ALL CLASSES OF MINES

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L. MIW 7.4: MAINTAIN AND ISSUE NON-SERVICE MINE STOCKS AND ASSOCIATED INSTRUMENTATION FOR SUPPORT OF FLEET TRAINING
M. MIW 7.5: PERFORM FIELD CALIBRATION ON MINE TEST EQUIPMENT
N. MIW 7.6: TRAIN NAVAL RESERVE MOBILE MINE ASSEMBLY UNITS
O. MIW 7.7: ASSEMBLE AND MAINTAIN MINES
P. MIW 7.8: MAINTAIN INVENTORY OF MINES IN DESIGNATED READINESS CONDITION FOR FLEET SUPPORT
Q. MIW 13: REPAIR MIW EQUIPMENT
S. MOB 3.3: MAINTAIN SECURITY AGAINST UNFRIENDLY ACTS
T. MOB 8.1: OPERATE FROM AN AIRCRAFT CARRIER
U. MOB 8.6: OPERATE FROM MERCHANT SHIPS AND INDIGENOUS CRAFT
V. MOB 11.2: MOUNT-OUT SELECTED ELEMENTS/DETACHMENTS
W. MOB 11.3: MAINTAIN CAPABILITY FOR RAPID AIRLIFT OF UNIT/DETACHMENT AS DIRECTED
X. NCO 3.1: PROVIDE ORGANIZATIONAL LEVEL PREVENTIVE MAINTENANCE
Y. NCO 3.2: PROVIDE ORGANIZATIONAL LEVEL CORRECTIVE MAINTENANCE
Z. NCO 3.4: MAINTAIN PRESERVATION AND CLEANLINESS OF TOPSIDE AND INTERNAL SPACES
AA. NCO 3.5: PROVIDE FOR PROPER STORAGE, HANDLING, USE AND TRANSFER OF HAZARDOUS MATERIALS
4. THE MINE UPGRADE LETTER OF INSTRUCTION (LOI) PERTAINING TO MINE PLAN EXECUTION WILL BE HAND-DELIVERED BY THE CHIEF INSPECTOR. THE LOI WILL PROVIDE AN OPPORTUNITY TO EVALUATE THE CONVERSION OF A MINING ORDER INTO AN ASSEMBLY PLAN. SPECIFIC INSTRUCTIONS CONCERNING MINE ASSEMBLY, MINE ASSEMBLY PRIORITIES AND MINE PREPARATION FOR SHIPPING OR DELIVERY TO THE LAYING AGENT WILL BE INCLUDED.
5. FOLLOWING ADDITIONAL INSPECTION CRITERIA AS SET FORTH IN REF A AND D WILL BE ASSESSED AND EVALUATED:
A. PERSONNEL MANAGEMENT:
(1) ORGANIZATION AND MANNING
(2) QUALIFICATION AND CERTIFICATION (QUAL/CERT)
(3) TRAINING PROGRAMS
B. EQUIPMENT MANAGEMENT:
(1) MATERIAL HANDLING EQUIPMENT (MHE)
(2) CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE)
(3) PORTABLE ORDNANCE HANDLING EQUIPMENT (POHE)
(4) MAGAZINE AND STORAGE AREA
(5) MINE ASSEMBLY FACILITIES
6. EVALUATION CRITERIA: AN EVALUATED ASSESSMENT OF SATISFACTORY OR UNSATISFACTORY WILL BE ASSIGNED UPON COMPLETION OF THE INSPECTION. TO ACHIEVE A SATISFACTORY EVALUATION, THE FOLLOWING MINIMUM STANDARDS MUST BE FULFILLED:
A. HAVE A MINIMUM MINE OPERATIONAL RELIABILITY OF 93 PERCENT, EXCLUDING MECHANICAL FAILURES, AS DETERMINED BY POST ANALYSIS.
B. DEMONSTRATE ACCEPTABLE MINE ASSEMBLY PRODUCTION RATES AS REPORTED BY THE CURRENT COMOMAG MINE ASSEMBLY CAPABILITY AND READINESS STATUS MESSAGE.
C. DEMONSTRATE DEPLOYMENT OF CONTINGENCY TEAM FOR FINAL MINE PRODUCTION. CONTINGENCY TEAM WILL BE READY TO DEPLOY WITHIN THREE HOURS OF RECEIPT OF THE LOI.
D. DILIGENTLY OBSERVE SAFETY PRECAUTIONS/PRACTICES AND EXPLOSIVE SAFETY CRITERIA.
E. HAVE AN EFFECTIVE SUPPLY MANAGEMENT PROGRAM TO ENSURE ADEQUATE STOCKS OF ASSEMBLY LEVEL ITEMS AND RELATED COMPONENTS ARE ON BOARD TO SUPPORT SPECIFIC MIW MISSION TASKING. THE PROGRAM WILL BE MAINTAINED PER COMOMAGINST 4000.1P AND REFERENCES CONTAINED THEREIN.

F. DEMONSTRATE COMPLIANCE WITH REQUIRED TRAINING STANDARDS.
G. NRMOMAU'S 80 PERCENT OF AUTHORIZED MN BILLETS FILLED AND 70 PERCENT OF ALLOWANCE PRESENT FOR MRCI.
7. ORGANIZATION AND RESPONSIBILITIES:
A. ORGANIZATION:
 (1) OSE/OCE IS COMLANTFLT
 (2) COMOMAG OPERATIONS DEPARTMENT HEAD IS DESIGNATED AS THE CHIEF INSPECTOR.
 (3) UNITS TO BE INSPECTED:
 MOMAU FOURTEEN
 NR MOMAG SIX CHARLESTON SC
 NR MOMAG SEVEN GREENVILLE NC
 (4) INSPECTION TEAM MEMBERS:
 A. CHIEF INSPECTOR: COMOMAG OPERATIONS DEPARTMENT HEAD, LCDR JOHN P. JONES, USN, 123-45-9251/6160, SECRET CLEARANCE
 B. SENIOR INSPECTOR: COMOMAG SAFETY AND READINESS OFFICER, MS. ELLA P. FITZGERALD, GS-11, 345-56-6789, SECRET CLEARANCE
 C. TEAM MEMBER: MNC(SW) BOBBY B. BLAND, USN, 456-67-7890, SECRET CLEARANCE
 D. TEAM MEMBER: MNC(SW) B. B. KING, USN, 567-78-8900, SECRET CLEARANCE
B. RESPONSIBILITIES:
 (1) CHIEF INSPECTOR:
 (A) PROVIDE NECESSARY TEAM MEMBERS TO INSPECT ALL AREAS AFFECTING THE MIW MISSION READINESS OF THE UNIT BEING INSPECTED.
 (B) DELIVER INSTRUCTIONS PERTAINING TO MINE UPGRADING, I.E., SPECIFIC MINEFIELDS TO BE UPGRADED, ASSEMBLY PRIORITIES AND DELIVERY AGENT/PLATFORM.
 (C) ASSESS AND EVALUATE EACH MANAGEMENT AREA AND EVOLUTION WHICH DIRECTLY EFFECTS THE UNIT'S CAPABILITY TO PERFORM ASSIGNED MISSIONS.
 (D) SEND MRCI MESSAGE REPORT UPON COMPLETION OF THE INSPECTION.
 (E) PROVIDE MRCI DISCREPANCY REPORT TO THE INSPECTED UNIT CO/OIC WITH A COPY TO THAT UNIT'S ISIC AND CHAIN OF COMMAND.
 (2) UNIT TO BE INSPECTED:
 (A) PERFORM ALL EVOLUTIONS PER THE MINE ASSEMBLY TEAM (MAT) AND UPGRADE SPECIFIC INSTRUCTIONS IN A SAFE AND EXPEDITIOUS MANNER.
 (B) DEMONSTRATE THE REQUIRED STATE OF READINESS IN MISSION AREAS.
8. PERSONNEL PERFORMANCE AND QUALITY WORKMANSHIP ARE PRIMARY AND RATE OF ASSEMBLY SECONDARY CONSIDERATIONS IN THE SUCCESSFUL COMPLETION OF THE MRCI.
9. EXECUTION. UNLESS OTHERWISE DIRECTED BY CINCLANTFLT, THIS LOI IS CONSIDERED APPROVED AND APPLICABLE FOR EXECUTION.//

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MINE ASSEMBLY TEAM (MAT) PREPARATORY DEPLOYMENT SAMPLE MESSAGE

O 172100Z MAY 10
FM COMLANTFLT NORFOLK VA//N3//
TO MOMAU FOURTEEN YORKTOWN VA//00//
INFO HQ ACC LANGLEY AFB VA//LGW//
COMINWARCOM CORPUS CHRISTI TX//N8//
2BW BARKSDALE AFB LA//LG//
COMOMAG CORPUS CHRISTI TX//00/N3/N5//
BT
C O N F I D E N T I A L //N05040//
EXER/EXERCISE ONLY/COMOMAG MRCI//
MSGID/GENADMIN/COMLANTFLT/-/MAY/
SUBJ/MINE WARFARE READINESS CERTIFICATION INSPECTION (MRCI) SERVICE MINE
UPGRADE (U)//
RMKS/1. (U) THIS MESSAGE IS PROVIDED TO ALLOW ASSIGNED CONTINGENCY TEAMS TO
BE PREPARED FOR DEPLOYMENT UPON COMPLETION OF ALL MINE ASSEMBLY EVOLUTIONS.
2. (C) COMMENCING IMMEDIATELY, PREPARE ALL PAPERWORK AND EQUIPMENT FOR
DEPLOYMENT OF CONTINGENCY TEAMS TO LOCATIONS LISTED BELOW:
A. FINAL PREP TEAM NUMBER ONE - USS INDEPENDENCE
B. FINAL PREP TEAM NUMBER TWO - USS LINCOLN
C. FINAL PREP TEAM NUMBER THREE - BARKSDALE AFB LA
3. (U) FOR PLANNING PURPOSES, CONTINGENCY TEAM OPERATIONS WILL BE
ACCOMPLISHED AFTER MRCI MINE ASSEMBLY.
A. ONCE DEPLOYED, ALL COMMUNICATION WITH PARENT COMMAND MUST BE DONE VIA
MESSAGE TRAFFIC OR APPROVED C4I METHODS, I.E., SIPRNET, COMM LINKS, ETC.
B. PERMISSION TO USE TOOLS/EQUIPMENT OTHER THAN WHAT IS CONTAINED IN THE
FINAL PREP BOX MUST BE OBTAINED FROM THE INSPECTION TEAM LEADER.
C. MAT MEMBERS ARE THE ONLY PERSONNEL ALLOWED TO BUILD WEAPONS. SUPPORTING
PERSONNEL DESIGNATED AS SHIPS COMPANY OR ORDNANCE SUPPORT PERSONNEL MAY HELP
BREAK OUT KITS AND WEAPONS, LOAD AND OFF-LOAD THE BOMB TABLE, AND MOVE
WEAPONS IN AND OUT OF THE BUILD AREA.
4. (U) ANY DEVIATIONS WILL BE SUBMITTED TO THE INSPECTION TEAM LEADER FOR
APPROVAL PRIOR TO IMPLEMENTATION.
5. (U) THERE WILL NOT BE AN ACTUAL DEPLOYMENT OF ANY CONTINGENCY TEAM AND NO
MESSAGES GENERATED WILL BE RELEASED.
6. (U) ALL PAPERWORK FOR EACH CONTINGENCY TEAM WILL BE TURNED OVER TO
INSPECTION TEAM LEADER AS SCENARIO PROGRESSES.//
DECL/17MAY03//
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UPGRADE LETTER OF INSTRUCTION (LOI) SAMPLE MESSAGE

O 171233Z MAY 03
FM COMLANTFLT VA//N3//
TO MOMAU FOURTEEN YORKTOWN VA//00//
INFO COMINWARCOM CORPUS CHRISTI TX//N8//
COMOMAG CORPUS CHRISTI TX//00/N3/N5//
BT
C O N F I D E N T I A L //N08550//
EXER/EXERCISE ONLY/COMOMAG MRCI//
MSGID/GENADMIN/COMLANTFLT/-/MAY//
SUBJ/SERVICE MINE UPGRADE INSTRUCTIONS FOR MINE WARFARE READINESS
CERTIFICATION INSPECTION (MRCI) (U) //
RMKS/1. (C) COMMENCING IMMEDIATELY, ASSEMBLE THE FOLLOWING MINES:

MINE	QTY	MCN	A/C
62/0	07	6804B031-037	B-52 *
62/0	08	6804F025-032	B-52 *
63/0	10	6801A001-010	B-52 *
63/0	06	6803A001-006	B-52 *
65/0	07	6801B001-007	B-52 *
65/1	08	0701C077-084	B-52 *

* VARY B-52 AIRCRAFT LOADS TO GIVE SAMPLING OF ALL STATIONS APPLICABLE TO EACH MK MINE ASSIGNED.
PREPARE 80 EA MK 130 KITS FOR FLEET ISSUE UNIT LOADS.
2. (C) PREPARE SHIPPING DOCUMENTS FOR DELIVERY OF FOLLOWING:
A. MK 65 OA 01 TO USS SUPPLY FOR FURTHER TRANSFER TO USS LINCOLN.
B. MK 130 KITS TO USS BRIDGE FOR FURTHER TRANSFER TO USS STENNIS.
3. (U) UPON COMPLETION PARA 1 TASKING, TURN OVER TO INSPECTION TEAM FOR POST ANALYSIS. DO NOT TRANSMIT ANY MESSAGES; PREPARE FOR INSPECTION TEAM ONLY.
4. (U) ANY DEVIATIONS WILL BE SUBMITTED TO THE CHIEF INSPECTOR FOR APPROVAL PRIOR TO IMPLEMENTATION.
5. (U) ADVISE ALCON ESTIMATED ATTAINMENT PARA 1.
6. (U) SPECIAL INSTRUCTIONS FOR MINE ASSEMBLY ARE AS FOLLOWS:
A. ALL MINES ARE TO BE CONSIDERED READY FOR ISSUE WHEN TURNED OVER TO THE INSPECTION TEAM. READY FOR ISSUE IMPLIES READY TO LOAD ON APPLICABLE DELIVERY AGENT.
B. ENSURE ALL APPLICABLE REPORTS ARE SUBMITTED.
C. DO NOT MODIFY ANY COMPONENT OR WEAPON SYSTEM WHICH WOULD PREVENT THE MINE FROM BEING RETURNED TO ITS ORIGINAL STOWAGE CONFIGURATION.
D. POST ANALYSIS WILL BE CONDUCTED ON 35 PERCENT OF EACH MK/MOD MINE AND AIRCRAFT CONFIGURATION ASSEMBLED.
E. UPON COMPLETION OF THE INSPECTION, RETURN ALL MINES TO PREVIOUSLY ASSIGNED CONFIGURATIONS.
F. ALL MINES ARE CONSIDERED EXPLOSIVE SERVICE ROUNDS EXCEPT FOR SPECIFIC DEVIATIONS APPROVED BY THE INSPECTION TEAM.
DECL/-/-/-/X4//
BT
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SAMPLE GRADING CRITERIA/GUIDANCE

1. The following Required Operational Capabilities (ROC)/Projected Operational Environment (POE) areas of inspection shall be graded on a sat/unsat basis. Criteria for this basis is as follows:

a. FSO 47: Monitor the unit's operational procedures. Review the Mine Assembly Team's (MATs) standard operating procedures (SOPs) and ensure assembly publications are adequate.

b. FSO 48: Monitor the unit's material procedures. Conduct an inventory of support equipment, i.e., tools, test sets, to ensure they are sufficient in order to accomplish the mission.

c. FSO 55: Maintain readiness by providing training of the unit's personnel. Ensure proficiency training of site personnel through quarterly mine upgrade evolutions are being conducted.

d. LOG 4.7: Provide inventory control of prepositioned mine stocks. Review maintenance and inventory records of forward deployed AUR mines and Quickstrike Kits to ensure all are within MDDs or scheduled for replacement. Review SORTS, ensuring these assets are included in Part II of SORTS data.

e. MIW 5.1: Support/conduct service and exercise mine-laying operations by surface ships. If tasked, assigned MATs will demonstrate capability to launch surface mines.

f. MIW 5.2: Support/conduct mine laying operations by aircraft in a hostile environment. If assigned, MATs will demonstrate capability to support assembly or final prep of mines for loading onto aircraft for delivery in support of mining operations.

g. MIW 5.3: Support/conduct mine laying operations by submarines. If assigned, SLMM MAT shall demonstrate capability to perform mine settings change.

h. MIW 5.4: Support/conduct mine laying operations by aircraft in a non-hostile environment. Review the unit's ability to provide qualified personnel in support of ET mine exercises.

i. MIW 7.1: Issue and provide inventory control of propositioned mine stock. Provide AUR assets and MK 130 QUICKSTRIKE Kits (and batteries) to forward deployed locations or afloat commands as directed.

j. MIW 7.2: Maintain stocks of authorized assembly level items and related components. Inventory pre-selected quantity of subassemblies, assembly level items, and shelf-stowed spares to ensure stock is maintained in quantities required and proper maintenance cycles.

k. MIW 7.3: Maintain stocks of test equipment, tools, and maintenance parts for assembly and maintenance of all classes of mines. Review allowance stock of ready for issue test equipment, tools, and support equipment, e.g., bomb table and dollies, and repair parts required to perform mission.

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l. MIW 7.4: Maintain and issue non-service mine stocks and associated instrumentation for support of fleet training. Inspect pre-assembled ET mines in support of fleet units, test evaluation programs, research/develop programs, and CNO special projects.

m. MIW 7.5: Perform field calibration on mine test equipment. Ensure all assigned test equipment is calibrated/maintained.

n. MIW 7.6: Train Naval Reserve Mobile Mine Assembly Units (NRMOMAU's). Review assigned NRMOMAU's ability to efficiently integrate into site operations/weapon assembly flow plans.

o. MIW 7.7: Assemble and maintain mines:

(1) Ability to assemble lower configured mines to all-up-round (AUR) configuration when directed.

(2) Properly maintain lower configured mines in maintenance cycles in preparation to assemble to AUR configuration when directed.

p. MIW 7.8: Maintain inventory of mines in designated readiness condition for fleet support. This applies to mines in AUR configuration prepared for rapid deployment as directed by higher authority.

q. MIW 13: Repair MIW equipment. Inspect assigned mine support equipment, i.e., bomb tables/dollies, to ensure proper maintenance is being performed and all are in good repair.

s. MOB 3.3: Maintain security against unfriendly acts. Ensure security of assigned magazines and spare stock storage areas are in accordance with the applicable AA&E governing directives.

t. MOB 8.1: These operate from an aircraft carrier. Review the unit's plans for training and executing MAT deployment in support of CV mining operations. Inspect flyaway kits to ensure all required publications, tools, support equipment is sufficient to accomplish assigned mission.

u. MOM 8.6: These operate from merchant ships and indigenous craft. Review the unit's plans for training and executing MAT deployment in support of surface mining operations. Inspect flyaway kits to ensure all required publications, tools, support equipment is sufficient to accomplish assigned mission.

v. MOB 11.2: Mount-out selected elements/detachments. As applicable, plan, direct, and coordinate in unit or MAT deployment.

w. MOB 11.3: Maintain capability for rapid airlift of unit/detachment as directed. As applicable, review plans and proficiency training in unit or MAT deployment.

x. NCO 3.1: Provide organizational level preventive maintenance. Is proper preventative maintenance being performed on magazines, assembly buildings, and warehouses?

y. NCO 3.2: Provide organizational level corrective maintenance. Is corrective maintenance being performed on magazines, assembly buildings, and warehouses in a timely manner? Are deficiencies identified and repairs scheduled?

z. NCO 3.4: Maintain preservation and cleanliness of topside and internal spaces, e.g., warehouse facilities, mine production buildings, and magazines.

aa. NCO 3.5: Provide for proper storage, handling, use and transfer of hazardous materials. Hazardous materials (paint, grease, cleaning material, etc.) used in support of mine assembly/preservation.

2. An evaluated assessment of satisfactory or unsatisfactory will be assigned upon completion of the inspection. To achieve a satisfactory evaluation, the following minimum standards must be fulfilled:

a. Achieve a minimum mine operational reliability of 93 percent, excluding mechanical failures as determined by post analysis. Mine reliability is computed by dividing the number of mines that were satisfactorily assembled by the total number of mines assembled. Mines found to be unsatisfactory assembled will be classified as "rejects". A rejected mine is one that would not function as intended or designed. Examples that would result in a mine being classified as a reject include incorrect mine settings, components not connected, connections not properly made (connector not locked into place), incorrect operational assembly (mines to be planted by B52s configured for F/A 18s), watertight integrity compromised, etc.

b. Demonstrate acceptable mine assembly production rates as reported by the current COMOMAG mine assembly capability and readiness status message.

c. Demonstrate deployment of a contingency team for final mine production. The contingency team will be ready to deploy within three hours of receipt of special and specific instructions.

d. Diligently observe safety precautions/practices and explosive safety criteria.

e. Have an effective supply management program to ensure adequate stocks of assembly level items and related components are on board to support specific MIW mission tasking. The program will be maintained per COMOMAGINST 4000.1P and references contained therein.

f. Demonstrate compliance with required training standards.

g. NRMOMAU's shall be manned at 80 percent of authorized MN billets and 70 percent of allowance present for the MRCI.

MINE WARFARE READINESS CERTIFICATION INSPECTION (MRCI) RESULTS
SAMPLE MESSAGE

ADMINISTRATIVE MESSAGE

ROUTINE

R 201001Z MAY 30 ZYB

FM MOMAU FOURTEEN YORKTOWN VA//00//

TO COMLANTFLT NORFOLK VA//N3/N80/N5//

INFO COMINELWARCOM CORPUS CHRISTI TX//N8//

NAVRESREDCEN CHARLESTON SC//00//

COMOMAG CORPUS CHRISTI TX//00/N3/N5//

NRMOMAU SIX CHARLESTON SC//00//

NRMOMAU SEVEN GREENVILLE SC//00//

UNCLAS //N05040//

MSGID/GENADMIN/COMOMAG/-/MAY//

SUBJ/MOMAU FOURTEEN MINE WARFARE READINESS CERTIFICATION INSPECTION (MRCI)
RESULTS//

REF/A/DOC//OPNAVINST 5040.15D/-/2APR96//

REF/B/RMG/COMINELWARCOM/091554ZMAY03//

NARR/REF A IS MINE WARFARE READINESS CERTIFICATION PROGRAM. REF B IS MOMAU
FOURTEEN LETTER OF INSTRUCTION.//

POC/LCDR BACHAND/COMOMAG OPS/CHIEF INSPECTOR/DSN 861-4990/-//

RMKS/1. PER REF A AND AS DELINEATED IN REF B, AN MRCI WAS CONDUCTED ON MOMAU
FOURTEEN, 17-20 MAY 2003. THE OVERALL INSPECTION WAS SATISFACTORY.

2. CERTIFICATION STATUS: CERTIFIED

3. EVALUATION OF INDIVIDUAL REQUIRED OPERATIONAL CAPABILITIES:

A. FSO 47: SATISFACTORY

B. FSO 48: UNSATISFACTORY. INSUFFICIENT AMOUNT OF ASSIGNED MHE.

C. FSO 55: SATISFACTORY

D. LOG 4.7: SATISFACTORY

E. MIW 5.1: SATISFACTORY

F. MIW 5.2: SATISFACTORY

G. MIW 5.3: SATISFACTORY

H. MIW 5.4: SATISFACTORY

I. MIW 7.1: SATISFACTORY

J. MIW 7.2: SATISFACTORY

K. MIW 7.3: SATISFACTORY

L. MIW 7.4: SATISFACTORY

M. MIW 7.5: SATISFACTORY

N. MIW 7.6: SATISFACTORY

O. MIW 7.7: SATISFACTORY

P. MIW 7.8: SATISFACTORY

Q. MIW 13: SATISFACTORY

S. MOB 3.3: SATISFACTORY

T. MOB 8.1: SATISFACTORY

U. MOB 8.6: SATISFACTORY

V. MOB 11.2: SATISFACTORY

W. MOB 11.3: SATISFACTORY

X. NCO 3.1: SATISFACTORY

Y. NCO 3.2: SATISFACTORY

Z. NCO 3.4: SATISFACTORY

AA. NCO 3.5: SATISFACTORY

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4. CHIEF INSPECTOR'S COMMENTS: MOMAU FOURTEEN STANDS MISSION READY AND MOTIVATED TO ACCOMPLISH ASSIGNED MISSIONS. UNIT PERSONNEL AND AUGMENTING PERSONNEL WERE HIGHLY MOTIVATED AND EXTREMELY PROFESSIONAL AS DEMONSTRATED IN THEIR ABILITY TO WORK SMOOTHLY AND EFFICIENTLY AS A WELL COORDINATED TEAM.
5. MINE WARFARE ITEMS OF INTEREST: OF PARTICULAR CONCERN IS THE ISSUE OF MHE AVAILABILITY. THE HOST ACTIVITY DOES NOT HAVE A SUFFICIENT INVENTORY OF MHE TO SUPPORT SIMULTANEOUS TASKING OF TENANT ACTIVITIES AS DEMONSTRATED DURING THE MRCI WHILE LOAD-OUT OF CARRIER BATTLE GROUP WAS BEING CONDUCTED.
6. CHIEF INSPECTOR SENDS.//

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SAMPLE MINE WARFARE READINESS CERTIFICATION INSPECTION (MRCI)
DISCREPANCY REPORT

5040
Ser N3/

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From: Commander, Mobile Mine Assembly Group
To: Commanding Officer, Mobile Mine Assembly Unit Fourteen
Subj: RESULTS OF MINE WARFARE READINESS CERTIFICATION INSPECTION (MRCI)
CONDUCTED ON MOBILE MINE ASSEMBLY UNIT FOURTEEN, 17-21 MAY 2003
Encl: (1) Sample MOMAU Fourteen Inspection Results
Ref: (a) COMOMAGINST 5040.15B
(b) OPNAVINST 5040.15D
(c) OPNAVINST C3501.2J
(d) COMOMAGINST 5450.1

1. Per references (a) and (b), a Mine Warfare Readiness Certification Inspection (MRCI) was conducted on MOMAU Fourteen, 17-21 May 2003. The inspection results and discrepancies observed in each of the warfare mission areas defined by references (c) and (d) are provided in enclosure (1).
2. MOMAU Fourteen displayed the necessary attributes to perform all of their assigned MIW mission areas in a most expedient and professional manner. Unit personnel are thoroughly trained and ready to assume all tasking whenever the need should arise.
3. The evaluation contained herein is an internal communication of the Department of the Navy. This report is not releasable without specific approval of Commander, Mobile Mine Assembly Group. Its contents may not be disclosed outside original distribution, nor may it be reproduced in whole or in part. All requests for this report, extracts, or correspondence related to it will be referred to Commander, Mobile Mine Assembly Group.
4. The point of contact is LCDR John P. Jones, Chief Inspector, COMOMAG Operations Department Head, DSN 861-4988 X120, or commercial (961) 4988 X120.

J. P. JONES
By direction

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Encl (8)

SAMPLE MOMAU FOURTEEN INSPECTION RESULTS

1. FSO 47: Monitor operational procedures. Two discrepancies were noted:

Discrepancy: All MK 62 assembly publications were inadvertently left out of the flyaway kit.

Recommendation: Prior to placing all material in kit, QA or a supervisor will review the inventory.

Reference: MOMAUFOURTEENINST 3505.16

2. FSO 48: Monitor material procedures. Unsat with one minor and one major discrepancy noted:

a. Discrepancy: Of three forklift operators checked, only two had performed the mandatory operator's inspection of their respective forklifts prior to operating it. The operator presently using the forklift had inspected the third forklift that day but had not failed to complete the required checklist.

Recommendation: Ensure all operators comply with mandatory inspection requirements.

Reference: NAVSAFECEN 210012 Nov 02 (example)

b. Discrepancy: Insufficient MHE to accomplish the mission. This is unsatisfactory. Numerous times production was halted due to an insufficient amount of MHE provided by host activity due to waterfront operations.

Recommendation: Have the host activity request an increase of MHE allowance to allow for multiple tasking operations.

Reference: Host/tenant activity Intraservice/Interservice Support Agreement, Para 4g

3. FSO 55: Maintain readiness by providing training of personnel. No discrepancies were noted.

4. LOG 4.7: Provide inventory control of propositioned mine stocks. No discrepancies were noted.

5. MIW 5.1: Support/conduct service and exercise mine laying operations by surface ships. No discrepancies were noted.

6. MIW 5.2: Support/conduct mine laying operations by aircraft in a hostile environment. No discrepancies were noted.

7. MIW 5.3: Support/conduct mine laying operations by submarines. This is not applicable. MOMAU Fourteen does not have a MAT settings change mission.

8. MIW 5.4: Support/conduct mine laying operations by aircraft in a non-hostile environment. No discrepancies were noted.

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9. MIW 7.1: Issue and provide inventory control of propositioned mine stock.

a. Discrepancy: A MK 65 Mine Case, SN 5603, was located in QA Impound, however, it had a condition code "A" MILSTD tag attached.

Recommendation: Comply with the requirements listed in the reference.
Reference: OP 5, VOL 1

b. Discrepancy: The Warehouse #1 QA Impound Log reflects a quantity of three MK 10 MOD 4 Actuation Counters (ATR 818, FTE 8320-8535 refers), however, only two were present.

Recommendation: Comply with the requirements listed in the reference.
Reference: COMOMAGINST 4855.1G

c. Comment: The Warehouse #1 QA Impound Log does not reflect the transfer of Drill Shield UG62 from Warehouse #1 to Warehouse #5.

10. MIW 7.2: Maintain stocks of authorized level items and related components. A random sampling of assembly level MBOM items resulted in 17 items being inventoried with a stock validity of 100 percent.

11. MIW 7.3: Maintain stocks of test equipment, tools, and maintenance parts for assembly and maintenance of all classes of mines.

a. A random sampling of mine allowance database (MAD) listed equipment, tools, and support items resulted in 17 items being inventoried with a stock validity of 100 percent. No discrepancies were noted.

b. A 100 percent inventory/inspection of Portable Ordnance Handling Equipment (POHE) resulted in 126 items being inventoried and inspected with one discrepancy.

Discrepancy: MK 11 Dolly, SN 24, Lot 4, had one broken lanyard.
Recommendation: Replace the broken lanyard.
Reference: OR-99/85D4000, Para 1.G(6)

c. A 100 percent inventory/inspection of Material Handling Equipment (MHE) resulted in 24 items being inventoried and inspected with no discrepancies noted.

d. A random inventory of 60 publications found no discrepancies.

12. MIW 7.4: Maintain and issue Exercise and Training (ET) mine stocks and associated instrumentation for support of fleet training.

a. A random sampling of ET items resulted in 15 items being inventoried with a stock validity of 100 percent and two discrepancies noted.

(1) Discrepancy: The following items were under allowance:

Preformed Packing	00-248-3836	allowance 1117	on-hand 646
Fin, Mk 15	01-213-9659	allowance 29	on-hand 18

Recommendation: Order more under allowance material.
Reference: COMOMAGINST 4000.1P

(2) Discrepancy: Empty MK 25 Skids (two) were placed outside the unit with condition code "A" tags for MK 65 ET mines still attached.

Recommendation: Comply with the requirements listed in the reference.
Reference: COMOMAGINST 4855.1

b. The following ET mines were assembled with no discrepancies noted.

ET Mine	Quantity
MK 52-2 Actuation Mine	6
MK 52-5 Actuation Mine	2
MK 62-X Laying Mines	15
MK 63-X Laying Mines	15
MK 65-X Laying Mines	15

13. MIW 7.5: Perform field calibration on mine test equipment. A random sample inspection of mine test equipment resulted in 40 items being inspected with one discrepancy noted.

Discrepancy: MK 250 Test Set (Ser 70), stored in the inactive area, had condition code D military standard tag attached and a calibrated sticker attached.

Recommendation: Remove the old "calibrated" sticker and apply an "inactive" sticker.
Reference: COMOMAGINST 4855.1R, Para 4.a.

14. MIW 7.6: Train Naval Reserve Mobile Mine Assembly Units (NRMOMAU):
The overall score for this area is satisfactory.

a. Manning:

(1) SELRES Billets Assigned/Filled: A minimum of 80 percent of SELRES billets are required to be filled with trained Minemen.

	<u>SELRES Billets</u>	<u>Filled</u>	<u>PERCENT</u>	<u>SCORE</u>
NRMOMAU Six	15	12	80	Sat
NRMOMAU Seven	19	11	56	Unsat

(2) A minimum of 70 percent of the unit's mobilization billets are required to be onboard for an MRCI.

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	<u>Billets Filled</u>	<u>Onboard</u>	<u>Percent</u>	<u>Score</u>
NRMOMAU Six	12	11	92	Sat
NRMOMAU Seven	11	9	82	Sat

b. Discrepancy: NRMOMAU Fourteen QUAL/CERT records reflect qualification/certification in DST MK 36/40/41 and Mine MK 52/55. Since both systems are no longer in the service mine stockpile, proficiency cannot be demonstrated to the board observers nor is it necessary that personnel be qualified on these systems.

Recommendation: Delete these line items from all QUAL/CERT records. This discrepancy was corrected.

Reference: COMLANTFLT/COMPACFLTINST 8023.5B

c. Discrepancy: NRMOMAU Seven, MNCS Smith's QUAL/CERT record reflects 10 January 2002, however, he was a board observer for MNC Smith/MN1 Smith on 6 December 2001.

Recommendation: This discrepancy was corrected. MNCS Smith's record was in error. It should have reflected 6 December 2001.

Reference: COMLANTFLT/COMPACFLTINST 8023.5B

15. MIW 7.7: Maintain and assemble naval mines.

a. Maintain naval mines: No discrepancies were noted.

b. Assemble naval mines

(1) Discrepancy: MN1(SW) Smith's QUAL/CERT record does not reflect that he is qualified as Work Task Code 3 "Assembly/Disassembly" for the MK 65, however, it does reflect he is assigned as QA for this task function.

Recommendation: In view of MN1 Smith's documented training in this task code, we recommend his record is revised to reflect WTC 3. This discrepancy was corrected.

Reference: COMLANTFLT/COMPACFLTINST 8023.5B

(2) Comment: Overall, MOMAU Fourteen's QUAL/CERT program is outstanding. The well documented training completely reflects initial and recertification actions. BZ!

c. Post Analysis

(1) Post analysis was conducted on 35 percent of mines assembled during the service mine upgrade portion of the MRCI. Four minor and two major assembly discrepancies were noted, resulting in a weapons reliability of 95.2 percent.

During the MRCI the following mines were assembled:

<u>MK/MOD</u>	<u>CONFIGURATION</u>	<u>QTY ASSEMBLED</u>	<u>QTY POSTED</u>
62/0	ALPHA	40	14
63/0	ALPHA	40	14
65/0	ALPHA	20	7
65/1	ALPHA	20	7

Discrepancy: Mine 6215A008; missing condition code tag.

Discrepancy: Mine 6315A010; arming wire incorrectly routed.

Discrepancy: Mine 6314A021; missing MK 130 Battery. Reject.

Discrepancy: Mine 6318A001; aft flange surface contained excessive scratch beyond tolerance of assembly manual. Reject.

Discrepancy: Mine 6514A009; failed assembled mine test. Mechanical reject not due to personnel error.

Discrepancy: Mine 6515B008; one loose S&A screw.

(2) Post analysis was conducted on 28 mines upgraded by assigned contingency teams during the MRCI. One major assembly discrepancy was noted, resulting in a weapon reliability of 96.4 percent. During the MRCI, the following mines were assembled:

<u>MK/MOD</u>	<u>CONFIGURATION</u>	<u>QTY UPGRADED</u>	<u>QTY POSTED</u>
62/0	FOXTROT > ALPHA	40	14
63/0	FOXTROT > ALPHA	40	14

Discrepancy: Mine 6314A008; missing TDD Preform Packing. Reject.

Discrepancy: Mine 6312A007; incorrectly stenciled as 8312A007.

d. Miscellaneous:

Discrepancy: Failed to impress QA stamps in log during semi-annual inventory on 25 Jan 02.

Recommendation: Comply with the requirements listed in the reference.

Reference: COMOMAGINST 4855.1G, Para 6.c(1)

16. MIW 7.8: Maintain inventory of mines in designated readiness condition for fleet support. Sixty MK 130 Kits were posted with one major and one minor discrepancy noted:

a. Discrepancy: MK 130 Kit S/N 4008 missing all preformed packings. Reject.

b. Discrepancy: MK 130 Kit S/N 4105 incorrectly reflected TDD MK 57 S/N on kit container. The kit container reflected "10592" vice "10333" of TDD.

17. MOB 3.3: Maintain security against unfriendly acts. AA&E Key and Lock Control Program is well maintained. No discrepancies were noted.

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18. MOB 8.1: This operates from an aircraft carrier. One discrepancy was noted:

Discrepancy: MOMAU Fourteen's promulgated MK 62 assembly rate is 10 per hour. MAT number 2s actual rate was six per hour.

Recommendation: Additional training be conducted to increase team efficiency.

19. MOM 8.6: This operates from merchant ships and indigenous craft. This is not applicable. MOMAU Fourteen does not have a surface launch mission.

20. MOB 11.2: Mount-out selected elements/detachments. No discrepancies were noted.

21. MOB 11.3: Maintain capability for rapid airlift of unit/detachment as directed. No discrepancies were noted.

22. NCO 3.1: Provide organizational level preventive maintenance. One discrepancy was noted:

Discrepancy: Magazine vegetation is over 18 inches tall.

Recommendation: Comply with the requirements list in the reference.

Reference: OP 5, Vol 1, Para 4-1.2.5b

23. NCO 3.2: Provide organizational level corrective maintenance. No discrepancies were noted.

24. NCO 3.4: Maintain preservation and cleanliness of topside and internal spaces. One discrepancy was noted:

Discrepancy: Several magazines have severe erosion conditions with regard to earth coverings. Erosion is so severe that in certain areas the magazine wall can be seen.

Recommendation: Submit a work request to replace the topsoil.

Reference: OP 5, VOL 1, Para 8-2.5.5

25. NCO 3.5: Provide for proper storage, handling, use and transfer of hazardous materials. One comment is noted: BZ to MN1(SW) Johnson on her meticulous attention to detail in the execution of MOMAU Fourteen's HAZMAT Program.